



RUSANGU UNIVERSITY

2018 REVISED Graduation Clearance Procedure

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CHAIRPERSONS:

1. Between May – June, Chairpersons should prepare a consolidated list of all students who have applied for graduation in their department – with ID numbers and contact details
2. Chairpersons should send a copy of the consolidated departmental applicants' list, complete with contact details and ID numbers, to the Student Finance Office
3. Between May – June, Chairpersons should check through each applicant's checklist to ensure that the applicant has successfully completed all the courses on the checklist
4. Between May – June, Chairpersons should check through each applicant's online transcript to ensure that the applicant has repeated and cleared all courses – no "Ds" or "Fs" -as is applicable
5. Between May- July the Student Finance Office will have access to prospective graduating students' online transcripts for immediate commencement of the financial clearing process
6. Between May-June, Chairpersons should check through each applicant to ensure that they meet any other specific requirements as stipulated in their department's graduation requirements
7. From July 2 – July 31, the Student Finance Office should do the following:
 - a) Reconcile with prospective graduates on grey areas that might not have been noted earlier
 - b) Carry out a physical audit on the prospective graduates who might not have been covered earlier
 - c) Receive deposits for graduation and outstanding tuition balances
 - d) Issue clearance for official transcripts and graduation gowns
8. From July 2 – July 31, Deans and Chairpersons should physically check through and clear students who applied for graduation - verify with each student your findings on the following:
 - a) All courses on the checklist have been completed
 - b) All courses with a "D" or "F" have been repeated and cleared with a "C" or better
 - c) Indicate student's overall cumulative GPA and ensure that it is 2.00 or better
 - d) Each cleared student has written their name on the list of cleared students for your department (on your departmental list)
 - e) Each cleared student has left you a copy of their **completed graduation clearance form** (create a folder with all these copies)
 - f) Hold a departmental meeting for the following:
 - I. Clearance of all successful applicants in your department
 - II. Recommendations of names of students qualifying for awards
9. Chairpersons should prepare a final list of all students meeting graduation requirements in your department and submit to your Dean
10. Between July 2 – July 31, the Student Finance Office should prepare the final list of financially cleared prospective graduates and submit to Senate Executive Committee via the University Finance Committee
11. The Dean should call for a School Board meeting where all successful applicants are discussed and a vote taken for approval or disapproval
12. A final list from the Dean is submitted to Senate Executive Committee for approval and final vote on August 9, 2018

NB: All transfer students and those who benefited from exemptions should present their letters from the Registrar on the same.